

Notes for Georgia Archives Researchers

Effective March 10, 2008

Photocopies are on the honor system. Please tell a staff member how many copies you have and receive a payment sheet to take to Customer Service where you will pay for your copies.

Items Permitted in the Reference Room

Pencils

Paper and personal notes (Not permitted in the Original Document Reading Area)

Laptop computer without case. Note: Personal flash drives or CD's may not be used in Archives computers. **Exception: During the current test period, you may use an Archives Flash drive to download materials rather than copy.**

Hand-held camera without flash or case (see rules for use, no additional equipment such as lighting or tripods permitted)

Sweaters or similar in-door wear

Cell phones or pagers on silent or vibrate mode (move to lobby to take call)

Items NOT Permitted in the Reference Room

Pens, markers, colored pencils, highlighters, etc.

Briefcases, bags, purses, envelopes, or any enclosed containers even if the enclosure is clear.

Food, beverages (including water), tobacco products, gum

Outdoor wear including coats, hats, scarves, gloves, umbrellas, etc

Scissors, tape, post-it notes

Copiers or scanners of any type

Firearms or weapons of any type

Microfilm or media from external sources.